Getting to know your Faculty Officers
and what they do

Who is your Faculty Officer?

Faculty of Science, Health and Engineering

Carolyn Preest
Engineering and the Built Environment
Science, Technology and the Environment

Sharon Rankin
Applied Life Studies
Department of Nursing & Midwifery

Who is your Faculty Officer?

Faculty of Arts, Business and Humanities

Ishbel Wright
Business, Management and Leisure

Kelly Ross
Creative and Cultural Industries

Debbie Wartnaby
Humanities, Education and Gaelic

Where are we and who do we work with?

▶ We belong to the Faculties and Academic Standards Team and report to the Academic Registrar

▶ We are all based at Executive Office (EO), Ness Walk in Inverness

▶ We work closely with the following:
Deans, Subject Network Leaders (SNLs), Faculty Administrators, Student Records Team, SQA Manager, Programme Leaders and Module Leaders

Faculty Officer Role

Objectives

- To provide high-level administrative support for Faculties and associated Subject Networks

- To support the Faculties and Subject Networks in undertaking their quality assurance responsibilities

- To support processes of programme development, (re)approval and subject review

- To contribute to the smooth-running of UHI Academic Directorate

- To support identification and dissemination of good practice in a wide range of academic matters

Operational responsibilities

Examples of day-to-day operational activity

▶ Providing support and advice regarding the (re) approval process. In 2017-18, there were 14 approval events and one subject review

▶ Clerking Tier 2 exam boards. This involves providing the exam boards with recommendations on award and progression for over 5200 students

▶ Acting as officer to Faculty Board of Studies and Joint Faculty Executive

▶ Ensuring programme and module records are correct

▶ Providing advice and guidance on matters relating to quality assurance

Module information

Where can you find information about modules, i.e. definitive versions, assessment patterns set up in SITS?

- ▶ **Approved CUR03s will eventually be available on SharePoint**

- ▶ **You can check assessment patterns using UHI Bridge Reporting**

- ▶ **If you are not sure, don't hesitate to contact your Faculty Officer**

Revising a module

What do you need to do if you wish to change something in your module?

- ▶ **Consult with relevant staff (Programme Leader, teaching team, other awards using the module)**

- ▶ **Advise your Subject Network Leader of the proposed change**

- ▶ **Submit a MOD1 form to your Faculty Officer**

Completion of MOD1 pro-formas

Before submitting, ensure that:

▶ The guidance on the pro-forma is read and adhered to

▶ All details are accurate

▶ It is signed

▶ It is accompanied by revised versions of module descriptors and / or programme specifications

▶ It is submitted to your Faculty Officer at least 10 working days before the date of the meeting of JFE

What happens to MOD1s?

▶ Minor changes can be signed off by the relevant SNL and then reported to Joint Faculty Executive

▶ Changes that are deemed to be more significant must be approved by Joint Faculty Executive, which will either:

▶ Approve

▶ Request further information / clarification

▶ Agree on an appropriate approval mechanism, such as a faculty-led approval event

▶ Not approve

Modifications – deadline dates for papers

Timeline for modifications (structural changes)

Thursday, 31st January 2019	**Deadline for submission of MOD1s (structural changes for 2019/20)**
w/c 4th February 2019	SNL/FOs to meet to review MOD1s submitted
Tuesday, 12th February 2019	Papers to go out for MOD1 Joint Faculty Executive meeting
Tuesday, 19th February 2019	MOD1 Joint Faculty Executive meeting
Friday, 29th March 2019	Existing diets to be finalised.

Timeline for modifications (non-structural changes)

Changes to S1 modules	**MOD1s to be received no later than end of April (of the prior S2)**
Changes to S2 modules	**MOD1s to be received no later than end of November (of the prior S1)**

Quiz 1

Who is not a Faculty Officer?

A: Sharon Rankin

B: Debbie Wartnaby

C: Rhiannon Tinsley
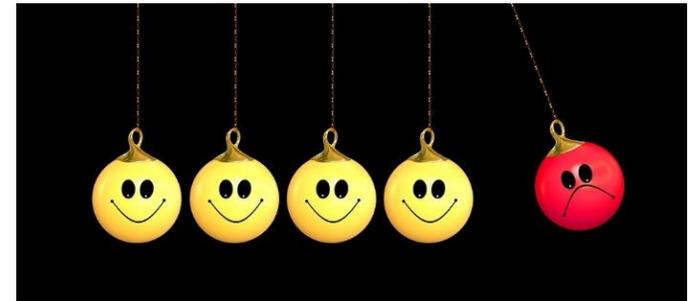
Quiz 2

Can you guess how many degree modules there were in the 2017-18 academic year?

Over 1,000

Quiz 3

Can you guess how many module leaders there were in the 2017-18 academic year?

367

Quiz 4

How many MOD1s do you think were processed between August 2017 and May 2018?

183

Quiz 5

How far in advance of the monthly meetings of JFE should papers be submitted to your Faculty Officer?

A: 3 working days

B: 10 working days

C: 5 working days

Key signposts

- **UHI Academic Standards and Quality Regulations – 2017-18**

- **Curriculum pro-formas, templates and guidance**

- **Approved module descriptors and programme specifications etc – work is currently being undertaken to include all on SharePoint. Sharepoint Home (work in progress)**

- **Module information can be found in UHI bridge reports under module registration. Report MOD010 'Module details_HEFE' is useful. Module Registration**

- **Exam Board information and guidance**

- **Process for changes to module leadership**

- **The MOD1 pro-forma can be found here: MOD1 pro-forma**

We are here to help

Should you require any advice or assistance, please contact the Faculty Officer for your Subject Network.

If we don't know the answer, we should be able to point you in the direction of someone who does.